



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON DC 20374-5065

IN REPLY REFER TO
NAVFACINST 5354.3
CPP
14 December 2000

NAVFAC INSTRUCTION 5354.3

From: Commander, Naval Facilities Engineering Command

Subj: EQUAL OPPORTUNITY/EQUAL EMPLOYMENT OPPORTUNITY AND
PREVENTION OF SEXUAL HARASSMENT POLICIES

Ref: (a) OPNAVINST 12720.8
(b) OPNAVINST 5354.5
(c) NAVFACINST 5354.2


Encl: (1) Equal Employment Opportunity Policy Statement of the Commander, NAVFAC
(2) Prevention of Sexual Harassment Policy Statement of the Commander, NAVFAC
(3) Individual Responsibilities and Reporting Incidents of Sexual Harassment

1. Purpose: To publish the Equal Opportunity/Equal Employment Opportunity Policy and Prevention of Sexual Harassment Policy statements of the Commander, Naval Facilities Engineering Command, per references (a) and (b).

2. Cancellation: This instruction cancels NAVFACINST 5354.2, reference (c).

3. Discussion: Reference (a) designates the head of each naval activity as the Equal Employment Opportunity Officer and requires the publication of an Equal Employment Opportunity policy statement. Reference (b) establishes the same requirements for military personnel and mandates issuance of a prevention of sexual harassment policy statement. The Commander, Naval Facilities Engineering Command, is strongly committed to the development and maintenance of an environment of equal opportunity for all NAVFAC personnel and applicants for employment. Our high standards of conduct shall be maintained by our military, civilian, and contractor personnel. Accordingly, enclosures (1) and (2) are addressed to all military, civilian, and contractor personnel.

4. Action: Field activity commanders/commanding officers are requested to widely disseminate and conspicuously display these policy statements within their activities and to review their local policy statements to ensure reflection of a commensurate level of commitment. Headquarters personnel are directed to work diligently towards full implementation of enclosures (1) and (2). Enclosure (3) should be appropriately posted within the Headquarters. Field activity commanders should ensure that amended versions of enclosure (3), identifying local points of contact, are prepared and posted.


M. K. LOOSE
Vice Commander

Distribution:
SNDL FKN and All NAVFAC HQ Employees
(Via www.navfacilitator.navy.mil)

**EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT OF THE
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND**

Every NAVFAC employee is an important member of a larger team whose mission it is to support our national defense. Our continued success requires that each employee (military, civilian, and contractor) and each applicant for employment be afforded the opportunity to excel without regard to his or her race, color, gender, religion, national origin, age, handicapping condition or, for civilians, sexual orientation.

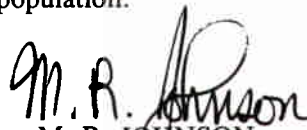
As COMNAVFACENGCOM, the safeguard of our human resources will be a priority action item during my "watch." I am personally committed to promoting equal employment opportunity for all persons in the workplace and ensuring maximum opportunities at all levels of the organization. I am also strongly committed to providing a work environment free of discrimination and harassment of any kind, particularly sexual harassment; and preventing reprisal of any kind for raising allegations of discrimination or participating in the discrimination complaint process.

As a Command, we will achieve the goals set forth in our Affirmative Employment Program Plans. The entire work force benefits by recognizing and utilizing the unique qualities that employees of different backgrounds, cultures, and physical capabilities bring to the workplace. The work environment and quality of life in the work place must be conducive to harmonious, professional, and teamwork. Respect and trust must be fostered willingly and earned daily.

Illegal discrimination will not be tolerated, condoned, or ignored. Employees must be willing to speak out when they feel they have been discriminated against. Managers, supervisors, and EEO/HRO/HRSC officials shall act responsively. Management should fully utilize the EEO/HRO/Office of Counsel team to examine concerns from all possible perspectives. Every resulting action must be legal but, more importantly, fair.

Every manager and supervisor, military and civilian, is expected to support these values in their daily workplace decisions. All military will receive an assessment of their EO support annually in their Evaluation/Fitness Reports. Civilian supervisors and managers will be evaluated annually on the basis of their efforts and results in the area of Equal Employment Opportunity and Affirmative Action, as well as other Command goals. I expect all NAVFACENGCOM military and civilian personnel to share in this responsibility. We shall continuously encourage and support an environment free of discriminatory practices.

I look forward to your full cooperation in achieving a well-qualified and motivated military and civilian "team" that reflects our nation's diverse population.



M. R. JOHNSON

Rear Admiral, CEC, U. S. Navy
Commander

Naval Facilities Engineering Command

**THE PREVENTION OF SEXUAL HARASSMENT
POLICY STATEMENT OF THE
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND**

As Commander, I am strongly committed to preventing and maintaining an environment free of sexual harassment. As professionals, each of you is entitled to work in an atmosphere without infringement on personal dignity and respect. Every team member of the Naval Facilities Engineering Command (NAVFAC) is essential to the support of our national defense mission. Your talents are the Command's most valued and valuable resource. Because human dignity is inherent in our core values, each and every one of us needs to pledge to cultivate and maintain the work environment most conducive to our well-being.

Sexual harassment occurs when anyone, military or civilian, in a supervisory or Command position uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of another. Deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature by anyone also constitutes sexual harassment. Any conduct by others which creates, or even appears to create, unwanted attention, pressure, or coercion through sexual innuendo or action will not be tolerated. Violators of this policy will be swiftly and appropriately disciplined. Every supervisor shall be proactive in preventing and fostering a workplace free of sexual harassment.

If encountering sexual harassment, each member of our NAVFAC team is responsible for clearly indicating that the behavior is offensive. Such incidents should be reported immediately, without fear of reprisal, to your supervisor, the next person in the chain of command, or the Equal Employment Opportunity Office.

I am totally committed to ensuring that the work environment is free of discrimination and harassment of any kind, as well as optimizing a collaborative and synergetic climate that values diversity. I fully expect all members of the team to embrace the Navy's core values of honor, courage, and commitment in your everyday actions. Every member of this Command shall adhere to this policy and maintain a professional work environment.



M. R. JOHNSON

Rear Admiral, CEC, U. S. Navy
Commander
Naval Facilities Engineering Command

Enclosure (2)

**INDIVIDUAL RESPONSIBILITIES
AND
REPORTING INCIDENTS OF SEXUAL HARASSMENT**

Individuals who experience sexual harassment should make it clear that such behavior is offensive and must stop. If the behavior does not cease, promptly report the incident to one of the following:

CIVILIAN:

1. Appropriate supervisor within the chain of command.
2. EEO Counselor, Cynthia Sybert, (202) 433-2692, Building 200, WNY.
3. NAVFAC Equal Employment Opportunity Command Program Advisor, Ms. Sara Buescher, 685-9280, Building 33, space 1185.

To file a formal complaint against a military member, civilian employees may also use the military form NAVY EO/SH Formal Complaint Form (NAVPERS 5354/2), available from the Command Managed Equal Opportunity Officer, LT Efram Fuller, 685-9271, Building 109, space 1018.

MILITARY:

1. Appropriate supervisor within the chain of command.
2. NAVFAC Command Managed Equal Opportunity Officer, LT Efram Fuller, 685-9271, Building 109, space 1018.
3. Military members may also file a formal complaint with the chain of command using the NAVY EO/SH Formal Complaint Form (NAVPERS 5354/2) available from the Command Managed Equal Opportunity Officer, LT Efram Fuller, 685-9271, Building 109, space 1018.

INSPECTOR GENERAL HOTLINE NUMBERS (MILITARY AND CIVILIAN):

NAVFAC Fraud, Waste, and Abuse Hotline: 685-1833

NAVY: 1-800-522-3451 or DSN: 288-6743

BUPERS: 1-877-414-5357

DON Counseling/Advice Line: 1-800-253-0931